



formerly Utsav Safety Systems Pvt. Ltd.  
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Ref. No.: RSSPL/DL/Old/011

Dated: 06-11-2020

### **Circular**

**Sub: Fitment of HSRP and Colour Coded Stickers in existing vehicles in NCT of Delhi.**

Dear Dealer,

Greeting for the date

**We, Rosmerta, thank you for your continued patronage and support in implementation of HSRP Project in NCT of Delhi.**

In lines of the directions issued by **Hon'ble Minister Transport, NCT of Delhi, SIAM and your respective Vehicle Manufacturer, for fitment of HSRP and Colour Coded Stickers in existing vehicles in NCT of Delhi, Rosmerta has created its HSRP online portal [bookmyhsrp.com](http://bookmyhsrp.com)., wherein**

- **Interested Vehicle Owner will visit online and request for HSRP or Colour Coded Sticker (if HSRP is affixed).**
- On selection, the vehicle owner will make the payment for appointment as per the date and time convenient to him.
- Vehicle owner will select the location of his choice as fitment centre.
- While ordering, the Vehicle Owner will be charged by the HSRP supplier i.e. the cost of the HSRP (as finalized by OEM) + the facilitation Cost (on behalf of the vehicle dealer/service centre) Rs. 100/- for HSRP fitment and Rs. 50/- if only sticker is requested plus Convenience and applicable charges.
- In-case any delay in affixation of HSRP is anticipated, the process has been created wherein the communication from the HSRP software will be provided in advance to the vehicle owner.

Already your address has been reflected on the HSRP portal and the Customer can select your location for affixation as per his ease and comfort.

To provide timely and efficient services to the vehicle owners, following is requested from your end.

- i. OTP for receipt confirmation of HSRP
- ii. SMS to be sent to vehicle owner confirming receipt of HSRP (from software)
- iii. Updation of the OTP (provided to the customer) and Photograph of affixed HSRP on vehicle through the mobile application.

## **Process**

### **1. Delivery of HSRP/Sticker at the end of Dealer**

- i. The order processed will reach your end, two (2) days **prior to the date of appointment** taken by the Vehicle Owner.
- ii. At the time of dispatch, an OTP will be shared on your registered mobile no./e-mail. The same will be accessible on the HSRP portal available with you.
- iii. On receipt of the HSRP at your end, your representative has to provide the OTP to the HSRP representative.
- iv. The HSRP Representative will update the same in its mobile app. to auto-receive the HSRP Plates at dealer point.
- v. At the same time, an SMS will be sent to the vehicle owner from our end - *Order ID is BMHSRP202010010853070752, Vehicle Reg. No. DLICR1665, your HSRP is delivered to the dealer location. Kindly visit on 10-Oct-2020 Time Slot 14:00-16:00.*

### **2. Updation of receiving and SMS to Vehicle Owner**

It is requested to

- i. update the HSRP receipt details in HSRP portal in “HSRP Receiving Screen”
- ii. On updating the receipt of HSRP in the software, an icon “SEND SMS” will get opened at the end of the same vehicle no.
- iii. Kindly ensure to click on **SEND SMS** button – so as the SMS will be forwarded to the vehicle owner. *HSRP for Vehicle Reg. No. DLICR1665, is received at dealer location. Kindly visit on 10-Oct-2020 Time Slot 14:00-16:00. (Dealer Name)*

### **3. Update of Fitment of HSRP**

On visit of the Vehicle owner at your end, the fitment person assigned shall

- i. Affix the HSRP/sticker on the vehicle,
- ii. update the fitment photograph on the Mobile Application.
- iii. On updation, the vehicle owner will receive the OTP from the HSRP software - *HSRP is affixed to your vehicle. Kindly share the OTP No. 0000 with the fitment person for record update.*
- iv. Fitment Person will ask for the OTP from Vehicle owner and update it on the Mobile Application.
- v. On Updation the data will be updated to VAHAN.

### **4. Invoice Upload**

- i. On successful installation of HSRP to the vehicle, the vehicle dealer will update the Invoice on the portal.
- ii. HSRP supplier will remit back the payment collected on behalf of the dealer, on receipt of the Invoice online.



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**The following report access is provided at your login id under icon bookmyhsrp.com**

- a) The software will provide reports to the dealer on its login screen;
- b) Vehicle wise, date wise showing appointment slot report.
- c) HSRP Plate receiving and SMS to Vehicle Owner.
- d) Fitment Screen (the dealer on affixation has to confirm fitment)
- e) Stock in Hand Report
- f) Invoice Upload Screen

**For your kind reference**

- a) Bookmyhsrp Report Presentation is annexed – for Report understanding
- b) Mobile Application for HSRP fitment – the mobile app. Can be downloaded from play store –  
<https://play.google.com/store/apps/details?id=com.app.hsrp>  
The login credentials are same as of your dealer id.

For understanding/clarity on the above, you may also approach your respective HSRP representative assigned for your support or contact us at

Toll Free No: 1800 1200 201  
Or mail us at: [info@utsavhsrp.com](mailto:info@utsavhsrp.com)

With Regards,  
**Mukesh Malhotra**  
**Chief Operating Officer**